

Tenant Move-In / Certificate of Occupancy

*****Permitting Guidelines*****

1. Arrange for a fire department plan review. Call 770-528-8310/8312. An appointment is required. Restaurants, Hair Salons and Laundries (etc.) may require Health Department approval (770-435-7815) and Water & Sewer approval (770-419-6312). Please contact their offices for requirements.
2. You will need:
 - 3 (three) copies of floor plan of your space drawn to scale showing layout, restrooms, and square footage, emergency and exit lights.
 - Business name, address & phone number.
 - Owners name, address and phone number.
 - Fill out a commercial building permit application form.
2. After fire reviews your plans, bring them to Cobb County Community Development Department, 3rd floor for zoning approval. When finished bring application form and plans to the Structural Plan Review Division,(770-528-2071) on 1st floor lobby of Building E, 191 Lawrence Street, Marietta, GA 30060. The permit fee is \$30.00
4. You then need to request an inspection from the fire department at 770-528-8310 / 8312 & from the building inspections division @ 770-528-2073.
5. When your inspections are complete, call 770-528-2051 to arrange to pick up your certificate of occupancy.

Please Note: A 48 hour notice is required to prepare the CO (Certificate of Occupancy)